



Position Description
Carlisle Family Aquatic Center
Cashier

Job Summary

Under direct supervision, welcomes pool guests, collects admission fees, keeps accurate account of finance and attendance records, and gives out pool information.

Relationships

Reports to: Concessions Manager

Supervises: N/A

Works with: Parks and Recreation staff, Public Works staff and the general public

Major Areas of Accountability/Responsibility

- Sell tickets and/or season passes in a pleasant, courteous manner at all times
- Charge guests in accordance with established prices
- Make sure everyone gets properly admitted into pool according to established policies and procedures
- Promote and pass out special event handouts, pool and snack bar flyers, etc.
- Keep accurate counts on daily attendance
- Never leave admissions area unattended
- Make sure that only the cashier or other designated staff are in the front admissions area and only snack bar attendants are in snack bar
- Occasionally answer incoming phone calls, take messages for staff
- Prohibit loitering in front of entrance area; listen for horseplay and loitering in dressing rooms
- Fill out pool worksheet at end of work shift, including daily admissions, season passes and attendance
- Enforce all general pool rules in a courteous manner and refer all complaints to manager; refer difficult guests to manager
- Perform other duties as assigned by the Concessions Manager

Physical and Environmental Conditions

Required Physical Activities: Walking, standing, stooping, lifting, reaching, talking, feeling, hearing, finger dexterity, grasping, repetitive motions.

Physical Characteristics of Work: Work involves standing approximately 90% of the time, standing and/or walking approximately 5% of the time, sitting approximately 5% of the time. Requires the exertion of up to 10 pounds of force frequently, exertion of up to 25 pounds routinely, and exertion of up to 50 pounds infrequently to lift or otherwise move objects.

Vision Requirements: The minimum standard for use with those whose work deals largely the ability to read labels, directions, cash register keys, and the reading and completing of forms.

Environmental Conditions: Work is performed in a typical swimming pool concession stand environment. The worker may be exposed to temperatures in excess of 100 degrees for more than one hour, cleaning chemical hazards, possibly slippery walking surfaces.

Qualifications

- Must be at least 16 years of age
- Have a desire to help the public, good verbal communication skills and somewhat of an outgoing personality
- Be friendly, mature, trustworthy, dependable and responsible
- Background in handling money desirable; able to accurately make change
- Able to collect, record and handle all money received
- Have basic mathematical skills
- Become knowledgeable in the use of a cash register
- Become knowledgeable of all fees, charges and related rules, policies and procedures
- Able to demonstrate ability to fill out required forms
- Be in good physical condition
- Have a willingness and desire to work in a courteous and pleasant manner with persons of all ages; ability to deal effectively with co-workers and the general public